The following is a list of instructions for:
- Setting up a county email account
- How to check web based mail
- How to configure you outlook express at home to check that email when you check your regular email

Setting up an email account on the putnamco.org server
- Connect to the internet by usual means
- Start Internet Expolorer
- In the address bar type www.putnamco.org/signup
- Press enter or go
- On that page:
  - Type in a user name first initial, last name
    - Must be 6 characters long
    - Please use your first initial last name. No spaces
    - If this format does not give you 6 characters, use your full first name that you go by and you last name
  - Type in a password
    - Must be 6 characters
  - Retype the password
    - Must be 6 characters
  - Type your first name
  - Type your last name
  - Department is PCEMS
  - Click I agree
- You have now set up your account
- Your email address is username@putnamco.org

To Check you web based email:
- Connect to the internet
- Start Internet Explorer
- In the address bar, type in http://mail.putnamco.org:8383
- Press enter or go
- Enter username
- Enter password
- Log in
- You can now send and receive email
- Send an email to emssupervisor@putnamco.org so you will be included in future mails

To use Outlook express to check this email with your regular email at home. Please do not configure the computers at work to do this.
- Start Outlook Express
- Tools on the top bar
  - Accounts
    - Click the mail tab at the top
      - Click add
        - Click mail
- Enter your name, the name you want people to see when you send email
  - Next
- Click "I already have an email account"
  - Type in you email address username@putnamco.org
  - Next

- My incoming mail server is a POP3
  - Incoming mail server mail.putnamco.org
  - Outgoing mail server mail.putnamco.org
  - Next
- Account name is username
  - Password
  - Next
- Click Finish
- That bring you back to the internet accounts page
- Highlight the Account you just set up by clicking on it probably will be named something putnamco.org
- You may choose the default email account from this screen i.e. the email address that your emails will be sent from
- Click Properties
  - General tab
    - Name of Server you can leave alone or change to something friendly
    - Name is your name
    - Organization optional
    - Email address is username@putnamco.org
    - Replay email address is username@putnamco.org
    - Check "Include this account when sending or receiving mail
  - Servers tab
    - No change necessary
  - Connection
    - No change necessary
  - Security
    - No change necessary
  - Advanced
    - Under delivery
      - We suggest you leave a copy of the message on the server, that way you will be able to retrieve it on the web as well as at home
      - You may elect to delete messages from the server after so many days, 30 is a nice number
      - You may elect to delete items from the server when they are deleted from you computer
- Now you are done